



DEPARTMENT OF THE ARMY  
Echo Battery, 1<sup>st</sup> Battalion, 79<sup>th</sup> Field Artillery  
434<sup>th</sup> Field Artillery Brigade  
Fort Sill, Oklahoma 73503

ATSF-KG-E

27 August 2016

MEMORANDUM FOR Family and Friends of Echo Battery, 1-79 FA Soldiers

SUBJECT: Welcome Letter

Greetings from beautiful Fort Sill, Oklahoma! I am Captain Scott Haywood and I am your Soldier's Commanding Officer. My Battery First Sergeant is First Sergeant Roland Cuellar. I'm pleased to write you concerning your Soldier who has been stationed here for Basic Combat Training. Your Soldiers are doing well and should have had an opportunity to contact you by the time you are reading this. Soldiers will not have phone privileges for at least the first four weeks. After that initial period, they will have phone privileges for a limited amount of time on Sundays if they are in a good training and disciplinary status.

I want you to know that the Drill Sergeants and Cadre here are extremely professional and dedicated to the care and training of your Soldier. They are selected from the top 10% of their Military Occupational Specialty (MOS) and undergo rigorous training and certification to conduct training. The next ten weeks will be challenging for your Soldier, but we will do all that we can to ensure their success and a solid start to their military careers.

I am extremely dedicated to keeping the family and friends of Soldiers in training updated on their progress and I invite you to "Like" us on our unit Facebook page. Here, you will be able to find pictures, video, and general updates on your Soldiers. I invite you to place wall posts to one another but please keep in mind that the primary purpose of this site is for myself to keep family and friends informed. You can find us on Facebook at **Echo Battery, 1-79 FA Basic Combat Training**. If you do not have a Facebook account, we also have a battery website with a streaming Facebook feed that anyone can view. The battery webpage can be viewed at <http://sill-www.army.mil/434/1-79/1-79e.html>. Both of these outlets will be the primary means of putting out information to family and friends.

I strongly suggest each family to enroll in the Army Family Team Building (AFTB) which is a short online class for you to familiarize yourself with Army information and lingo. I have enclosed a flyer with more information and there is a step by step plan on our Facebook page. Please note that the website is not controlled by our unit and sometimes will not work, but please be patient. This course will pay dividends for you and your Soldier when you meet again. Additionally, for every family member that completes this training we will post a picture of their Soldier on our Facebook page. In closing on this topic, I urge competition in Echo 1-79 and the platoon with the most AFTB certificates by October 21<sup>st</sup> will earn a video clip saying hello to their families.

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Your Soldiers are extremely busy, but we try to make time for them to contact you on the weekends. This is not always possible due to training requirements so, I encourage you to write to your Soldiers. A little bit of encouragement from home goes a long way. Please send letters. Do not send packages with contraband items (tobacco, controlled substances, alcohol, pornography etc...). Letters should be mailed to:

**(Line 1): Soldiers' Name**

**(Line 2): Platoon #, Echo Battery, 1-79 FA** (Ask your Soldier for their Platoon #)


**(Line 3): 6007 Rothwell Rd.**

**(Line 4): Fort Sill, OK 73503**

I highly encourage you to attend the Family Day scheduled for October 27<sup>th</sup> 2016, and graduation activities scheduled for October 28<sup>th</sup> 2016. I will send out detailed family day/graduation information approximately one month prior to family day/graduation via Facebook and the unit website. You can also find information on Ft. Sill and the Lawton, OK area through the Lawton Chamber of Commerce website. Graduation is a privilege granted to those Soldiers who are mentally and physically tough enough to complete basic training. Unfortunately, not all Soldiers find themselves able to meet our demanding standards. As we progress further into basic training, please have honest conversations with your Soldiers about their progress as their performance will have an impact on whether or not they graduate.

Please do not hesitate to contact me with any questions or to alert the unit of an emergency situation regarding your Soldier or their immediate family. My office telephone number is (580) 442-1317 and will normally be answered 24 hours a day. If the previous phone number is not answered and there is a true emergency, my higher headquarters can be contacted at (580) 442-1300, which is also manned 24 hours a day. For Soldier specific information of a non-emergency nature, I invite you to email me at [scott.t.haywood.mil@mail.mil](mailto:scott.t.haywood.mil@mail.mil). I will also be checking the unit Facebook site for questions. I look forward to meeting you and hope you are able to attend your Soldier's graduation. Thank you for supporting your Soldier!

Sincerely,

A handwritten signature in black ink, appearing to read 'Scott T. Haywood', enclosed within a large, loopy oval flourish.

SCOTT T. HAYWOOD  
Captain, Field Artillery  
Commanding